


VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Clerk Secretary	CLASSIFICATION CODE: 02442200
	SALARY RANGE: B16 A 29403 - 32533	REFERENCE POSITION NO.: 1410-10600-108
	Department or Agency Name EDUCATION	APPLICATION PERIOD: 09/08/2004 - 09/22/2004
	Division/Section/Unit NETWORK & INFO. SYSTEMS	
	Assignment(s) / Comments PLEASE SEE BELOW	
	Shift and Days: MON-FRI 1ST - 8:30-4:30	Job Location: 255 Westminster Street, Prov., RI
	Restrictions/Limitations: None	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Council 94 - Local 2872	
	There is* <input type="checkbox"/> is not <input type="checkbox"/> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	DUTIES / RESPONSIBILITIES: Perform all office functions consistent with the job classification. To serve as a private stenographic secretary to a director or assistant director of a state department or agency; to relieve such official of important administrative details; to handle correspondence and other routine matters; and to do related work as required. (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Position will be required from time to time to complete tasks of work from offices other than the Office of Network & Information Systems.	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through graduation from a senior high school including or supplemented by courses in shorthand, typing and business practices, including the use of spreadsheets and scientific programs; and/ or Experience: Such as may have been gained through employment in a responsible secretarial position including difficult or complex stenographic and clerical duties and the use of spreadsheets and scientific programs, and the independent handling of important but minor administrative details, OR any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: <u>Applicant must submit a typing proficiency for 40 WPM, and a stenographic proficiency for 100 WPM in 3 minutes with 95% accuracy, at the time of application.</u>	
	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Mrs. Paula A. Rossi, SPHR Director, Human Resource Development RI Department of Education 255 Westminster Street Providence, RI 02903 Telephone #: (401)222-4600 X2431 Fax #: (401) 222-2823 TTY/TDD #: Relay RI 1-800-745-5555 (Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER